

YOUTH SERVICES POLICY

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| Title: Dress Code for Secure Care Facilities and Community Based Services Next Annual Review Date: 12/03/2015 | Type: A. Administrative Sub Type: 2. Personnel Number: A.2.15 |
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| References: YS Policy Nos. A.1.14 "Unusual Occurrence Reports", A.2.1 "Employee Manual", A.2.19 "Special Agents (Commissioned Probation and Parole Officer – Juvenile)", A.2.56 "Central Office Dress Code", A.3.12 "Issuance of Clothing Inventory", C.1.4 "Attorney Visits", C.1.8 "Firearms Training", C.2.8 "Youth Visitation in Secure Facilities" and C.6.1 "Food Services" | |
| STATUS: Approved | |
| Approved By: Mary L. Livers, Deputy Secretary | Date of Approval: 12/03/2014 |

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish guidelines regarding the appropriate attire to be worn during work hours and work-related activities by secure care employees, Community Based Services (CBS), Central Office (CO), contract providers, visitors, volunteers, and interns, while on the grounds of a YS secure care facility or in the field.

III. APPLICABILITY:

All Youth Services employees. Unit Heads are responsible for ensuring that the procedures outlined in this policy are complied with. Failure to do so may result in disciplinary action.

IV. DEFINITIONS:

Battle Dress Uniform (BDU) – Sewn to military specifications and feature six pockets, four of which have button flaps. Seat and knee are double reinforced, and the trouser has a felled inseam, out seam and seat seam. Fused pocket flaps, four-button fly, adjustable waist tabs and drain holes in the bellows pockets. Nylon drawstring leg closures are fused knotted and tacked.

Commission Cards – Cards issued after appointment as a Special Agent certifying commission as a juvenile probation and parole officer.

Custody Employees - All security personnel, including but not limited to, Juvenile Justice Specialists are considered custody employees.

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

Unusual Occurrence Report (UOR) - A document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees, working all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day the incident was observed or comes to the employee's attention in any way. If a UOR form is not available, the employee must use any paper available to report the pertinent information. UORs may also be submitted by email (refer to YS Policy No. A.1.14).

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, and their support staff.

YS Employee - For the purposes of this policy, a YS employee includes employees, contract providers, visitors, volunteers or interns.

V. POLICY:

It is the Deputy Secretary's policy that employee attire during work hours and work-related activities shall be appropriate to the duties and content of the position, to the safety of the employee and other individuals, and to the probability of public contact. The personal appearance, grooming, and personal hygiene of employees contribute significantly toward the public impression of YS. Employees are expected to present a neat and professional appearance at all times. While the decision on dress is sometimes a personal choice by the employee, the employee's supervisor shall make the final decision whether the attire is appropriate for the work environment.

Because of working in close proximity to co-workers and youth, employees shall also be considerate of their co-workers and youth when applying perfumes, colognes, and after-shave lotions, and should also limit the use of fragrances (e.g., hand lotions, potpourris, air fresheners) within the workplace.

VI. DRESS/APPEARANCE CODE (ALL YS EMPLOYEES):

The following is applicable to all YS employees, regardless of position, unless otherwise stated herein:

- A. Employees shall be neat at all times and shall be clean in appearance with all standard equipment properly attached.

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- B. State issued work clothing and specified accessories shall be ordered in accordance with specifications provided by Public Safety Services /Office of Management and Finance (PSS/OMF)/Purchasing.
- C. State issued work clothing shall not be altered in appearance without the approval of the Regional Director.
- D. Employees who are subpoenaed to attend court and/or Civil Service hearings shall wear their uniforms or formal work attire. Jeans shall not be worn to court or Civil Service hearings.
- E. ID Card - Agency issued identification cards shall be on each employee's person at all times, and shall include the employee's photograph and name. No pins or stickers shall be attached to the ID Card. Badges and/or ID Cards shall only be used in the performance of official duties pursuant to YS Policy No. A.2.1 (b), "Employee Rules of Conduct", Rule 4d. Employees are expected to take proper precautions to prevent the loss or theft of the ID Card.
- F. Hair shall be clean, neatly trimmed and combed to present a professional appearance. Hairstyles shall not be extreme or extreme in color (i.e., blue, orange, green, etc.).
- G. Visible branding, earlobe expansions, body piercings (nose, tongue, lip, eyebrow, etc.), other than earrings are not permitted. Braces and removable or fixed retainer for orthodontic treatment are permitted.
- H. Exposure of offensive tattoos is prohibited.
- I. Sunglasses may only be worn outdoors. The wearing of mirrored lens sunglasses or any other eyewear of unusual design, construction, shape or color which projects a less than professional appearance is prohibited while on duty.
- J. Mustaches are permitted provided that they are neat and trimmed. Beards shall be neatly trimmed and shall not exceed 1/4" in length. Sideburns shall be neat and squared and shall not exceed below the ear lobe.
- K. Fingernails shall be moderate in length to enable employees to perform their duties and shall not extend beyond the tips of the fingers. Nail polish color shall not be extreme. Multicolored fingernail polish or polish with designs or ornamentation is prohibited.
- L. Eyelashes must be of a natural color and length and shall not contain glitter, rhinestones or other ornamentation.

- M. Face paint/adornments to the face of any type are prohibited.

CO and CBS staff shall ensure that Section VIII is adhered to when frequenting a secure care facility. (Refer to YS Policy No. A.2.56)

VII. CUSTODY STAFF:

Custody staff shall be issued uniforms pursuant to YS Policy No. A.3.12. Items shall be issued to and worn by staff as follows:

- A. Shirts - Shirts are to be comfortable and shall not be tight fitting. Shirt tails shall be tucked inside the pants (at all times) at the waistline. Shirts shall be worn with the collar open and top button unbuttoned. Tee shirts that are worn and are visible under the uniform shirt shall be white or navy blue in color.
- B. Pants - Pants are to be uniform issue only, be comfortable and shall not be tight fitting. Pants shall be firmly fitted at the waist (no gathers) and neatly fitted at the heel. Cargo/BDU military style pants are not allowed. Pants shall not be tucked into shoes/socks at any time.
- C. Maternity wear - Female staff members may wear appropriate maternity clothing in khaki or navy color as authorized by the Facility Director.
- D. Belts - A black or brown leather belt shall be worn with uniform pants.
- E. Shoes - Low-heeled (1" or under), black or brown leather or leather-like closed-toe shoes/sneakers shall be worn. Shoes shall be clean when reporting to duty.
- F. Steel toe boots are permissible only when performing outdoor duties that require the use of machinery (i.e. tractors, lawnmowers, vocational trades, etc.)
- G. Outer wear - Uniform staff may be allowed to wear their personal coats, sweaters, jackets, etc. (black or dark blue, and in good condition).
- H. Except as otherwise stated in this policy, custody staff shall be attired in the standard dress, unless assigned administrative or special duties or when the wearing of a uniform would impede job performance.
- I. Discretion is allowed by each Facility Director relative to appropriate dress during physical training sessions. Shorts are prohibited.
- J. The following non-uniform items may be issued to custody staff and worn in the manner indicated:

1. Rain Wear - Rain suits with detachable hoods may be issued to staff based on job site and/or duty assignment.
 2. Handcuffs - Personal handcuffs and other unauthorized equipment are not allowed. When custody staff is required to carry state-issued handcuffs, the handcuffs shall be worn in a standard, black handcuff case.
 3. Rubber Boots - Black rubber boots may be issued to custody staff based on job site and/or duty assignment.
- K. The following personal items may be worn or utilized by custody staff in the manner indicated:
1. Hair Styles and Appearance – Hair shall be clean, neatly trimmed and combed to present a professional appearance. Male custody staff hair shall be collar length or higher. Hairstyles must not be extreme regardless of length. The wearing of a wig or hairpiece must conform to the guidelines herein. Hair coloring must appear natural.
 2. Jewelry - All custody staff may wear appropriate medical identification bracelets or necklaces only. Non-medical necklaces and chains of any kind are prohibited. Stud-type or small earrings only may be worn by female staff. Rings and watches should not detract from uniform appearance. Rings shall be limited to two, one on each hand.

An engagement ring and wedding ring shall be considered as one ring for the purpose of this policy.
 3. Cellular Telephones - Cellular telephones shall not be worn while on duty, unless authorized by the Regional Director.
 4. Mace/pepper spray/chemical agents are prohibited.

VIII. OTHER FACILITY EMPLOYEES (INCLUDING CONTRACT PROVIDERS, VOLUNTEERS, INTERNS AND VISITORS):

Administrative, direct care, contract providers, volunteers, and interns shall wear appropriate work clothing as required for their particular assignment/location.

Food Services Workers shall adhere to the dress code outlined in YS Policy No. C.6.1 at all times.

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All visitors shall follow the dress code requirements outlined herein pursuant to YS Policy No. C.2.8.

A. **Appropriate** work clothing consists of the following:

1. Blouses, shirts, sweaters, polo shirts and other top garments that are not too tight, too low cut or revealing;
2. Slacks or khaki type pants not too tight, revealing, or worn too low;
3. Sandals with a back strap that comes over the foot;
4. Professional length dresses/skirts;
5. Jeans in good condition, not torn, faded, ripped or adorned, and tennis shoes only on Fridays and other specified "casual dress days" designated by the Regional Director; and
6. Heels 2" or below for professional office attire.

B. **Inappropriate** work clothing consists of the following:

1. Short dresses/skirts mini-skirts, mini-skorts, shorts or short capris.
2. Cargo/tactical/BDU military style pants or pants tucked into shoes/socks.
3. Clothing of any kind that reveals undergarments in any way.
4. The following tops shall not be worn **with or without** a jacket/sweater:
 - Sleeveless tanks and blouses;
 - Halter tops, tube tops, backless tops;
 - Camisole type t-shirts or regular t-shirts, tank tops, muscle shirts; however, t-shirts may be worn as an undergarment under clothing;
 - Spaghetti straps or strapless blouses;
 - Mid-drift tops;
 - Sheer clothing; or
 - Tops that are too tight too low cut or reveal cleavage.
5. Clothing with inappropriate language (obscenities) or pictures.

6. Boots, flip flops and/or Crocs, slippers and high heels that are more than 2" or above. Tennis shoes shall not be worn unless as described in VIII.A.6 above.

IX. COMMUNITY BASED SERVICES:

A. **Appropriate** work clothing consists of the following:

1. Blouses, shirts, sweaters, polo shirts and other top garments that are not too tight, too low cut or revealing;
2. Sleeveless or spaghetti strap type tanks/blouses/dresses must be worn with a jacket/sweater at all times.
3. Slacks or pants not too tight, revealing or worn too low;
4. Sandals with or without a back strap;
5. Professional length dresses/skirts; and
6. Jeans in good condition, not torn, faded, ripped or adorned, and tennis shoes on Fridays, the day before a holiday or specified "casual dress" days.
7. Khaki/Twill type pants may be worn on non-court days.

B. **Inappropriate** work clothing consists of the following:

1. Short dresses/skirts, mini-skirts, mini-skorts, shorts or short capris;
2. Cargo/tactical/BDU military style pants or pants tucked into shoes/socks.
3. Clothing of any kind that reveals undergarments in any way.
4. The following tops shall not be worn with or without a jacket/sweater:
 - Halter tops, tube tops, backless tops;
 - Camisole type t-shirts or regular t-shirts, tank tops, muscle shirts; however, t-shirts may be worn as an undergarment under clothing;
 - Strapless blouses;
 - Mid-drift tops;
 - Sheer clothing; or
 - Tops that are too tight too low cut or reveal cleavage.

5. Clothing with inappropriate language (obscenities) or pictures;
6. Flip flops and/or Crocs, slippers.

As stated under Section VI of this policy, CBS staff shall ensure that Section VIII is adhered to when frequenting a secure care facility.

Special Agents/Commissioned Probation and Parole Officers shall, when carrying a weapon, prominently display their badge and ID card, and have on their person their Special Agent commission card pursuant to Section VI.E of YS Policy No. A.2.19.

Each Special Agent/Commissioned Probation and Parole Officer shall be required to sign a "Receipt of Badge and Holder" [see Attachment A.2.15 (a)]. Signed receipts shall be placed in the employee's personnel record at the appropriate Regional Office.

All incidents of loss or theft of agency identification shall be reported immediately to the Supervisor and followed-up in writing with an Unusual Occurrence Report (UOR) (refer to YS Policy No. A.1.14). The UOR shall be forwarded through the Regional Manager to the Regional Director.

X. RESTRICTIONS:

YS staff shall not purchase, consume or possess any alcoholic beverages while on duty or dressed in designated work clothing. Custody staff in uniform shall not enter places such as bars, lounges or saloons. Additionally, staff shall not loiter at any establishment serving alcoholic beverages while in uniform.

XI. SEPARATION FROM EMPLOYMENT:

Upon an employee's separation from employment, all State issued items shall be returned in accordance with Unit procedures. An employee's final paycheck may be reduced by an amount equal to the cost of any unreturned items.

XII. EXCEPTIONS:

The Deputy Secretary may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service rules or other pertinent policies/regulations.

Previous Regulation/Policy Number: A.2.15
Previous Effective Date: 10/21/2014



Attachments/References: [A.2.15 \(a\) Receipt of Badge and Holder July2014.docx](#)